



## **HILLYFIELD PRIMARY ACADEMY**

### **Job Description: Assistant Special Educational Needs Co-ordinator (Assistant SENCO)**

Hillyfield Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### **Job details**

**Job title:** Assistant Special educational needs co-ordinator (Assistant SENCO)

**Salary:** Main scale or UPS

**Contract type:** Permanent

**Reporting to:** SENCO/Head of Provision

#### **Main purpose**

The Assistant SENCO, under the direction of the SENCO/Head of Provision, will assist with:

- Day-to-day operation of the SEN policy and co-ordination of specific provision to support individual pupils with SEN or a disability
- Guidance to colleagues, working closely with staff, parents and other agencies
- The Assistant SENCO will be expected to fulfil the responsibilities of a teacher, as set out in the STPCD

#### **Duties and responsibilities**

##### **Assist with the strategic development of SEN policy and provision**

- Contribute to school self-evaluation, particularly with respect to provision for pupils with SEN or a disability
- Make sure the SEN policy is put into practice and its objectives are reflected in the school improvement plan (SIP)
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice

##### **Operation of the SEN policy and co-ordination of provision**

The Assistant SENCO will assist with;

- Maintaining an accurate SEND register and provision map
- Providing guidance to colleagues on teaching pupils with SEN or a disability, and advise on the graduated approach to SEN support

- Advising on the use of the school's budget and other resources to meet pupils' needs effectively, including staff deployment
- Provision of the local offer
- Working with early years providers, other schools, educational psychologists, health and social care professionals, and other external agencies
- Key point of contact for external agencies, especially the local authority (LA)
- Analysing assessment data for pupils with SEN or a disability
- Implementing and leading intervention groups for pupils with SEN, and evaluate their effectiveness

## **Support for pupils with SEN or a disability**

The Assistant SENCO will assist with;

- Identifying a pupil's SEN
- Coordinating provision that meets the pupil's needs, and monitor its effectiveness
- Securing relevant services for the pupil
- Ensuring records are maintained and kept up to date
- Reviewing the education, health and care plan (EHCP) with parents or carers and the pupil
- Communicating regularly with parents or carers
- Ensuring if the pupil transfers to another school, all relevant information is conveyed to it, and support a smooth transition for the pupil
- Promoting the pupil's inclusion in the school community and access to the curriculum, facilities and extra-curricular activities
- Working with looked-after pupils including those with a SEN or a disability

## **Leadership and management**

The Assistant SENCO will assist with;

- Ensuring the school meets its responsibilities under the Equality Act 2010 in terms of reasonable adjustments and access arrangements
- Preparing and reviewing information the governing board is required to publish
- Contributing to the school improvement plan and whole-school policy
- Identifying training needs for staff and how to meet these needs
- Leading INSET for staff
- Sharing procedural information, such as the school's SEN policy
- Promoting an ethos and culture that supports the school's SEN policy and promotes good outcomes for pupils with SEN or a disability

## **Safeguarding**

The Assistant SENCO will, under the direction of the DSL, assist with all aspects of the school's safeguarding duties.

The Assistant SENCO will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant SENCO will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the SENCO or a senior leader.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status</li> <li>• National Award for SEN Co-ordination, or a willingness to complete it within 3 years of appointment</li> <li>• Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience (minimum 2 years)</li> <li>• Good or outstanding practice</li> <li>• Meeting the needs of SEND children successfully</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of the SEND Code of Practice</li> <li>• Understanding of what makes 'quality first' teaching, and of effective intervention strategies</li> <li>• Ability to plan and evaluate interventions</li> <li>• Data analysis skills and the ability to use data to inform provision planning</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships</li> <li>• Ability to influence and negotiate</li> <li>• Good record-keeping skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to getting the best outcomes for pupils and promoting the ethos and values of the school</li> <li>• Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

**Notes:** This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above, but are interested in applying, contact the school to arrange an informal conversation.

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_